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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300240004-7

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**RETURN TO**

**RECORDS MANAGEMENT DIVISION**

Chief, Management Staff

9 December 1954

Chief, Records Management Division

Weekly Report - Week Ending 8 December 1954

1. The Logistics Office has established its Forms Management Program by the issuance of an Office Instruction dated 29 November 1954. This Notice was reviewed by our staff before being issued.
2. Additional progress has been made on the revision of the FI Information Report form. As the result of a recent decision made by FI to revise the format of this report, it appears that minimum savings of approximately \$8,000 can be expected on a continued annual basis.
3. The equivalent of 12 4-drawer legal cabinets of inactive records were transferred to the Center from 4 different offices.
4. [redacted] records analyst, transferred from this staff to the Office of Research and Reports to fill the position of Area Records Officer, effective 6 December 1954.
5. A survey was completed in the Administrative Staff of NEA Division to determine the extent to which a records management program had been developed and carried out. This was done for the I & R Staff of DD/P in connection with the current survey of this Division. A report on the results of this survey will be made in a day or two.
6. The inventorying and analysis of records in the Office of Research and Reports is progressing satisfactorily. Based on experience to date, it appears that only about 21% of the total records should be retained permanently.
7. [redacted] records analyst, returned to duty after an absence of approximately three months due to serious illness.

[redacted]

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Report For Week Ending 8 December 1954  
RECORDS CENTER BRANCH

Accessioning

During this week the following accessions were made:

O R R	22 Cubic Feet
Logistics	17 " "
Comptroller	6 " "
O C D	2 " "
Sub-total	47 Cubic Feet
Finished Intelligence	55 " "
Total	102 Cubic Feet

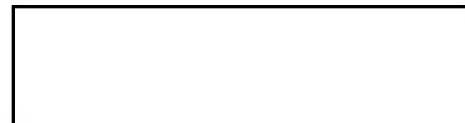
Total accessions to date - 361.

General

25X1 [ ] LO/RE, is now preparing to discuss with the contractor erection of steel shelving in the new Center. At his request a detailed sketch of a section of shelving was drawn up and forwarded along with a description of component parts. [ ] believes the contractor can furnish cost estimates on the basis of this information.

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Report for Week Ending 8 December 1954 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics  
Office (Reports and Correspondence Management)

No change in project status. Correspondence survey is 90% complete; reports management phase is 20% complete.

Project 4-94 - Office of the Comptroller Reports Management Program

No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

Handbook was returned approved from the Chief, Management Staff.  
[redacted] stated that only minor refinements in a few exhibits will be necessary to prepare the Handbook for submission to the DD/A. We will also have to contact the Agency Top Secret Control Officer and the Security Control Staff to assure that procedures given in the Handbook agree with those proposed in regulations which were being coordinated at the time the Handbook was being drafted.

General Information

a. Glossary of Administrative Terminology - Twelve new terms were added; new regulations are being reviewed for possible additions. Typing of the draft for the DD/A's approval was started. It is 25% complete. Project is 55% complete.

b. Employee Suggestions

(1) No. 1038, Indicating the Sterility of Correspondence on File Copies - Five ARO's of the ten requested have commented on this suggestion. Two have requested supplies of the proposed sterility stamps. A third [redacted] (Logistics Office) recommended that a printed cover sheet be used for the particular needs of the Procurement Division. The evaluation of this suggestion is unfolding many possibilities for its adoption.

(2) No. 1357, Headquarters-Wide Use of Commercial Size and Legal Size Letterex - Evaluation completed.

c. Program Material - Text of the pamphlet "Analyzing Reports" was proofread and returned to Printing and Reproduction Division. Copy preparation of this pamphlet and the brochure "Correspondence Management" are scheduled for completion next week. It will be three weeks after that before printed copies are available.

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Report for Week Ending 8 December 1954 from  
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

Our proposal for a redesigned Information Report format incorporating a distinctive 1/2" border top and bottom consisting of a black background with the words "Information Report" appearing in white thereon has been accepted by the Chief, FI/DD/P, together with our proposal to eliminate entirely the use of a pre-printed, yellow-stripe run-off sheet. As a direct result of this decision it has been possible to disapprove a reprint request for 2,000,000 run-off sheets, preventing an expenditure of \$5,700.00 in printing funds. In the future all reports will be printed on plain white paper. A limited number of explanatory notes will be distributed to customers only occasionally. Improvements in procedures and forms will result in continued minimum annual savings of \$8,120.00. Project 74.3% complete.

Project 4-86 - Forms Index

Posting and integration of data is continuing satisfactorily. Project 78.77% complete.

Project 4-95 - Forms Management Handbook

No change. Project is 10% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by Forms Management Branch

No change. Project is 11% complete.

Logistics Office's Forms Management Program

Instruction No. LI 43-100-1, 30 November 1954 has been published and distributed throughout the Logistics Office. Extra copies have been obtained for distribution to all Area Records Officers.

General Information

1. [ ] the new Area Records Officer for ORR has been briefed on the Forms Management Program and furnished copies of forms management material.
2. Copies of the Forms Management Poster have been posted in [ ] Curie Hall and parts of I, J, K and L buildings.

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Summary of Individual Actions

New	3	104,000
Revisions	11	14,300
Reprints	4	19,500
Other Government Forms	4	10,000
Overprints	1	25,000
	<u>23</u>	<u>172,800</u>

7 Redesignated



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Report for Week Ending 8 December 1954 from  
RECORDS SYSTEMS BRANCH

Project 4-80 - Agency-Wide Microphotography Survey

No change from previous report. Project is approximately 38% complete.

Project 4-81 - Security Desk Trays

Project is continuing and is approximately 92% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification  
and Filing of Correspondence Records [redacted]

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No change from previous report. Project is approximately 99% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

No change from previous report. Project is approximately 65% complete.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR Dossiers continues. The project is approximately 68% complete.

The semi-annual microfilming of Vital Materials in the Security Office has been completed.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 12% complete.

Project 5-56 - Survey of Cable Reference, Disposition and Vital  
Materials Requirements

A meeting was held with representatives of the Office of Communications, Cable Secretary and FI. It was concluded that [redacted] would recommend to [redacted] that the Office of Communications could accept immediately all of the recommendations made with the exception of the one providing for a further survey of cable reference and maintenance requirements throughout the Agency. Project 99% complete.

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Project 5-59 - Revised Courier Receipt and Logging System

No change from previous report. Project is approximately 5% complete.

Project 5-60 - Cable Receipting System

No change from previous report. Project is approximately 5% complete.

General Information

25X1 [redacted] of DD/P  
25X1 accompanied last weeks trip to the repository. As requested by  
25X1 [redacted] Area Records Officer for DD/P, these people were shown  
the reproduction facilities [redacted]

A follow-up was made with the Area Records Officer for OCD to determine what action has been taken on our memorandum of 27 September 1954, requesting the deposit, by OCD, of materials considered vital to the emergency operations of ONE. [redacted] stated that he felt some of the requirements would be satisfied through deposits of the OCD Library film project, but that Mr. [redacted] were reviewing the entire list of requirements as submitted in the referenced memorandum.

25X1 The transfer of [redacted] to ORR was made effective  
25X1 6 December 1954.

Memorandum was received from Chief, FBID thanking this office for the survey recently made ~~in that office~~, and complimenting the survey team on the excellent manner in which the job was performed.



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Report for Week Ending 8 December 1954 from  
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

No change from previous report. Project is 99% complete.

Project 4-78 - Office of General Counsel

All signatures have been obtained on the Records Control Schedule with the exception of one area. Approval in this area is expected in a few days. Project is 99% complete.

Project 4-97 - Records Disposition Handbook

Awaiting comments on the coordination of the Handbook. Project is 85% complete.

Project 4-116 - Security Office

No change from previous report. Project is 99% complete.

Project 5-2 - Office of National Estimates

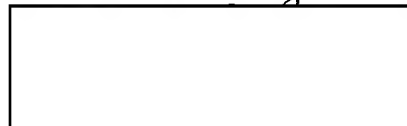
No change from previous report. Project is 99% complete.

Project 5-32 - Office of Research and Reports

As of this date, 224 describable items covering an estimated 2557 linear feet of records have been listed. Project is continuing and is approximately 29% complete. Attachment A is a copy of the detailed progress report submitted to the Administrative Officer, ORR for his information.

Project 5-40 - Office, Chief of Operations

No change from previous report. Project is 75% complete.



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Attachment

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## Records Disposition Survey Report

### ORR Offices Inventoried:

AD  
Sp. Asst.  
EXO  
ST/A  
ST/I  
ST/PC  
CR/C  
EIC/S  
D/E  
D/T  
D/B  
CH/G  
D/PI

### File Equipment Occupied by Records Inventoried:

195 4 dr. legal safe  
59 5 dr. card safe  
9 2 dr. legal safe  
108 Bookshelves  
44 Map Cases (5 dr.)  
6 Map Cases (Verticle)  
8 Kardex Safes  
23 4 dr. legal cabinets  
20 7 dr. card cabinets  
2 10 dr. card cabinets  
245 2 dr. card cabinets  
1 Supply cabinet (Bar Lock)  
6 3 dr. cabinet (Bar Lock)  
4 5 dr. legal cabinets

224 separate series of records totaling 2557 linear feet have been inventoried and entered on Records Control Schedules.

21% or 528 linear feet of records have been appraised as having permanent value and tentative plans made for their retirement to the Records Center or return to the Library.

68% or 1747 linear feet of records have been appraised as having temporary value and tentative plans made for their destruction while maintained in current files space or after retirement to the Records Center.

11% or 282 linear feet of records have been listed on schedules for an indefinite retention as disposition criteria for the proper evaluation of these files will depend on their future development and use.

Project is approximately 37% complete by volume (based on an estimated total of 1000 cabinets)